DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

0 7 MAR 2007

Office, Chief Information Officer / G-6

SAIS-AOI

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Amplifying Guidance for Single Directorate of Information Management (DOIM) Implementation

1. References:

a. AR 25-1, Army Knowledge Management and Information Technology, dated 15 Jul 2005

b. Single Directorate of Information (DOIM) Action Plan for Command, Control, Communications, Computers, and Information Management (C4IM) Common User Services, dated 6 Mar 2006

c. Guidance for the Single Directorate of Information Management (DOIM) Implementation, dated 7 Jun 2006

d. ALARACT, 255/2005 DACS-ZA, subject: Single Director of Information Management (DOIM) Implementation and Command and Control (C2) Structure, dated 16 Dec 2005

e. Server Consolidation Guidance Document, version 1.6, dated 18 May 2005

f. Active Directory Concept of Operations (CONOPS) version 1.1, NETC-EST-G-0306-0001-CON, dated 26 Sep 2003

2. This memorandum provides additional clarification on several issues that have surfaced during the initial phases of Single DOIM implementation. It further provides guidance for the reporting process which includes additional criteria that leadership requires as progress continues.

3. Paragraph four of reference b which states "the only exemptions from Single DOIM are the approved Army Active Directory (AD) Forest environments" has caused much confusion in the field and as such is no longer valid. Instead, the following language now replaces the former paragraph as it better expresses the original intent of paragraph four.

"The only CIO/G-6 approved exemptions are as follows: a. FORSCOM Headquarters, at Ft. McPherson only and AMC Headquarters, at Ft. Belvoir only. Both are exempted until they execute BRAC relocations. These headquarters

must provide baseline assessment data to the receiving installation DOIM immediately. b. The organizations listed below possess approved individual Active Directory forests. For these organizations, the Single DOIM exemption applies only to those services and functions inherent in the AD forest (See Emphasis Area 1). Beyond the two listed above, all other Army tenant organizations must participate in the Phase 1 baseline assessment of the Single DOIM process. All organizations, including those granted individual AD forests, must disclose all assets, resources, and C4IM services they provide along with the number of customers they support."

The specific exempted organizations with approved Army AD forests are listed below. Asterisks denote interim forests which allow specific communities of interest to move forward with their Windows Server/AD implementation as part of an interim solution to achieve a single forest architecture as described in paragraph 2.4 of reference f.

- USAREUR
- USARPAC
- Korea
- SWA
- US Army Reserve *
- Army National Guard *
- MEDCOM *
- Army Corps of Engineers *
- Accessions Command *
- MEPCOM *
- Education Communities (those operating in an .edu domain space)
- Enterprise Applications (reserved for future applications; currently no organizations in this category)
- Intel (INSCOM and G-2 Communities) *
- Tactical/Deployable forests *

Emphasis Area 1: The Active Directory exemption to Single DOIM implementation applies only to organizations with an approved AD forest and is subject to the limits described at enclosure 1.

4. The role of the Information Management Officer/Office (IMO) within the Single DOIM construct has also caused some concern across installations. Reference b speaks to IMO responsibilities and the division of labor between the IMO and the DOIM in both paragraph 10, Objective State, and in the Single DOIM Action Plan Status Briefing at Appendix 3, reference b.

Emphasis Area 2: The organization IMO **will not** provide common-user support to organization users. The IMO will support their specific mission applications. The DOIM

will provide common-user support to include basic network configuration, troubleshooting, installation and maintenance of operating system, installation and maintenance of antivirus and security software, installation and maintenance of basic applications, application troubleshooting, installation and monitoring of backup software, data restoration from backup, and hardware troubleshooting support to the supported (IMO) organization. The IMO will act as a liaison to the DOIM and will report and track user requirements, alert the DOIM of any network issues, document and share all IT purchases and system deployments with the DOIM, maintain a list of users and IT assets as well as provide guidance to users on IT policy.

5. Each DOIM-owning organization will report their progress monthly. IMCOM DOIMs will report to NETCOM/9th ASC LNO to IMCOM and Army CIO/G6, Architecture, Operations, Networks, and Space, Information Infrastructure Integration Division. Non-IMCOM organizations (AMC, MEDCOM, etc) will report status directly Army CIO/G6, Architecture, Operations, Networks, and Space, Information Infrastructure Integration Division.

Emphasis Area 3: Beginning with Phase II statistics, monthly reports must include:

- the percentage of progress for each deliverable within the Phase (by installation) along with the average of these progress levels representing the installations' overall progress toward respective phase completion (see figures 1 and 2 at enclosure 2).

- data from DOIM transition plans and schedules detailing all resources to be realigned. Of specific interest are the numbers of servers and local area networks transferred or identified for ultimate transfer to the Garrison DOIM. This information will be used to provide insight into the performance of the Portfolio Management process within the Army (see figure 3 at enclosure 3).

6. Meeting the mandate of Single DOIM is a shared responsibility between the Garrison Commander/DOIM, the Installation Commander/Senior Mission Commander and the installation tenants. Accordingly, we ask that DOIMs/RCIOs identify organizations resisting Single DOIM implementation efforts by providing the headquarters and local points of contact for the organization, their level of non-participation, as well efforts pursued to engage these non-complying organizations. Problems should be resolved at the lowest level possible but should be quickly escalated to HQ IMCOM or CIO/G-6 should efforts reach an impasse.

7. Any comments or questions on Single DOIM Implementation should be directed to Army CIO/G-6, Cynthia Dixon, email cynthia.dixon@us.army.mil, DSN 332-6401,

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commercial 703-602-6401, NETCOM/9th ASC LNO to IMCOM for IMCOM installations, Ali Fotouhi, email ali.fotouhi@us.army.mil, DSN 332-0543, commercial 703 602-0543.

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Active Directory: Services Breakout for Single DOIM Implementation

1. Discussion:

- Services identified for retention will only be provided to customers within the organizational AD structure.

- Within the current C4IM Services list definitions, wording "Army-wide", "Installation-wide" or language to that effect relating to a baseline service retained by the AD organization will be construed as "organization-wide" for their specific implementation purposes.

- Designations established in this guidance do not preclude AD organizations from coordinating with and ultimately receiving any services from the Installation DOIM.

2. Designation of Responsibility Listing – C4IM Services List

SSP 19.1, Mail, Message/Collaboration (E-mail/DMS) Services: All baseline tasks can be retained by the AD organization except for tasks under function 19.1.2, (Defense Messaging System) for which the installation DOIM remains responsible.

SSP 19.2, Database Administration Services: Drawing from the Server Consolidation Guide "(1) tactical/deployable assets and (2) non-appropriated and defense funded activities (Community and Family Support Center; Space and Missile Defense; Surface Deployment and Distribution Command; Special Operations Command; Corps of Engineers; Medical Command; and Intelligence and Security Command) ...can retain all baseline tasks within this SSP. These organizations/ activities, however, will consolidate their IT assets within their own server farms, report baseline and server consolidation status to the installation DOIM, and comply with Army network security policies.

SSP 19.3, Desktop/Software Support Services: All baseline tasks can be retained by the AD organization.

SSP 19.4, Web Server and Web Access Services: Identical to SSP 19.2 above, "Tactical/deployable assets and (2) non-appropriated and defense funded activities (Community and Family Support Center; Space and Missile Defense; Surface Deployment and Distribution Command; Special Operations Command; Corps of Engineers; Medical Command; and Intelligence and Security Command) ...can retain all baseline tasks within this SSP. These organizations/activities, however, will consolidate their IT assets within their own server farms, report baseline and server consolidation status to the installation DOIM, and comply with Army network security policies."

SSP 19.5, File, Print & Mission Server Support Services: All baseline tasks can be retained by the AD organization.

SSP 19.6, Data Network Services:

- 19.6.1.1 The installation DOIM is responsible in accordance with appropriate NETCOM TECHCONS.
- 19.6.4.1 and 19.6.4.3 Can be retained by the AD organization for their customers only.
- 19.6.5.1-3 The installation DOIM is responsible in accordance with standard Army Information assurance infrastructure implementation guidelines.
- 19.6.7-19.6.9.9 Can be retained by the AD organization for their customers only.

SSP 19.7, Network Security Services: All baseline tasks can be retained by the AD organization as it applies to the organization's network.

SSP 19.8, ADP& Network Continuity of Operations (COOP) & OPLAN support Services: All baseline tasks can be retained by the AD organization as it applies to the organization's network.

SSP 19.9, ADP & Network Foundational Services:

- 19.9.1 Must be retained by the AD organization with respect to their organization's operations.
- 19.9.2 - 19.9.4 The installation DOIM is responsible.
- 19.9.5 - 19.9.7 Can be retained by the AD Organization with respect to their operations.

Detailed Reporting Formats
Phases II & III

Figure 1

Phase II Status (Region?) (As of ? Report date) DOIM	% Target Arch Complete	% Above Baseline SLAs Complete	% Cost and Funding Strategies for Transfer Complete	Decision Briefs to GC/SMC Complete (0 or 100%)	Status Brief to Regional Director (0 or 100%)	Phase II Percent Complete	Single DOIM Implementation Costs (provide cost breakout separately)*	Probable source of funding Implementation Costs	Identify by Functional and Tenant How Many Customers will realign to the DOIM
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			
						0%			

Figure 2

Phase III Status (Region?) (As of ? Report date) DOIM	% Draft Transfer Documents Prepared	% Targeted Common Services OPCON to DOIM	Decision Briefs to GC/SMC Complete (0 or 100%)	Status Brief to Regional Director (0 or 100%)	Phase III Percent Complete	Identify any Issues that need CIO/G6 or DOIM Parent attention*
					0%	
					0%	
					0%	
					0%	
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					0%	
					0%	
					0%	

ENCL 2

Reporting Format Consolidation Efforts
Single DOIM Initiative

Figure 3

Region ? (As of ? Report date) DOIM	# Tenant common user servers as of 1 Sept 06	# Tenant common user servers targeted for transfer	# Tenant common user servers consolidated	# Tenant common user LANs as of 1 Sept 06	# Tenant common user LANs targeted for transfer	# Tenant common user LANs consolidated
	0	0	0	0	0	0

ENCL 3